



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	8-22-2007
Subchapters:	I	Forms	
Issuance:	26.84	<b>CP&amp;P Form 26-84, Twenty Day Letter</b>	

Click here to view CP&P Form [26-84](#).

### WHEN TO USE IT

This letter is used to notify a missing parent that failure to contact CP&P within 20 (twenty) days will result in proceedings to terminate parental rights.

### HOW TO USE IT

Complete this form in the NJ SPIRIT application, by accessing it from the Search for Missing Person Window.

Only complete this template outside of the NJ SPIRIT application as part of a contingency plan when the application is unavailable. However, in doing so, you are still required to create the form in NJ SPIRIT when the application becomes available.

Go to the NJ SPIRIT desktop for form instructions, TIPS FOR COMPLETING THE FORM. Most fields are prefilled. The Worker completes the salutation and Local Office Phone Number.

### DISTRIBUTION

Original	-	The missing parent
Copy	-	Child's Case Record
Electronic Copy	-	NJ SPIRIT Electronic Case Record